



**South Carolina Department of Health and
Environmental Control
Electronic Signature Agreement for
Emissions Inventory Reporting – Certifier
For Inventory Year 20__**

Facility Name: _____

Physical Address: _____

Applicable Air Permit Number: _____

Name of Certifying Official (RO): _____

Phone No.: _____ Drivers License: State _____ No. _____

Certifier's E-Mail Address: _____

(DHEC will use this e-mail address to send out notifications and confirmations)

I, _____, do hereby affirm on this
(Printed Name of Certifying Official)

_____ Day of _____, 20__ that I understand and agree to the

following:

1. I have been designated by _____ to submit
(Facility Name)
Emissions Inventory Data electronically to the South Carolina Department of Health and Environmental Control (SC DHEC).
2. I agree to be held as legally bound, obligated, or responsible by the electronic signatures created as by a handwritten signature.
3. I agree to protect and keep secure my User ID, password, and challenge question responses and, in the event that they become compromised, I will promptly report to the Emissions Inventory program.
4. It is understood that I and the above facility are subject to the requirements set forth by SC DHEC in S.C. Regulation 61-115, Environmental Electronic Reporting Requirements.

☐ Send temporary Userid/password as soon as practical ☐ Send temporary Userid/password on or around March 15
(Note: inventory is due March 31)

(Signature of Certifying Official)

Instructions for Electronic Signature Agreement:

This agreement will require information from a facility's Certifying Official (which is the "Responsible Official" as defined in Regulation 61-62.7 Title V Operating Permit Program) pertaining to a digital signature within the Emissions Collection Tool and to be held as legally bound, obligated, or responsible by the electronic signature created as by a handwritten signature. Because there is some personal information provided on this form, it will be treated as a confidential document and secured in a locked cabinet. It will be kept as long as the current retention schedule allows, and no copies will be made as none are needed. This Electronic Signature agreement must contain original signatures. It is best not to use black ink for the signatures.

The temporary userid/password will be e-mailed to the address provided on this form within 10 days of receipt unless you have indicated that you want to wait until March 15 to receive it. In either case, prior to receiving the temporary userid/password you will receive a phone call saying that your userid/password will be sent within the next 24 hours and that you should notify SCDHEC if you do not receive it. Additionally, the temporary userid/password we send will expire 10 calendar days after issuance if you do not log into the system and create your own credentials.

Facility Name: Company name that is used for mailing. Many companies own two or more facilities. If this is the case for this facility, please indicate the specific name/identifier for this facility.

Physical Address: Street address or highway number if no street address is available. Not the mailing address if different.

Air Permit Number: Provide the State Air Quality Operating Permit number for the facility.

Certifying Official: Print the name of the certifying official. This is an officer or employee of the company who has been legally designated as the Responsible Official with the Bureau of Air Quality as defined in Regulation 61-62.7 Title V Operating Permit Program and designated as such on DHEC form 2951 – "Responsible Official (RO) Notification Form Bureau of Air Quality".

Phone Number: Telephone number, including area code, of Certifying Official. Please include an extension, if applicable.

Drivers License: Enter the state and drivers license number of the Certifying Official.

E-mail Address: Enter the e-mail address of the Certifying Official. This will be used to send notices by the Emission Collection tool. **These notices will originate from 'EI_submittals@dhec.sc.gov'.**

Affirmation section: Print the name of the Certifying Official and date that the form is signed. Include the printed name of the facility (same as above). The Certifying Official must sign the form. This signature will serve as the 'wet-ink' signature when electronically signing the data submittal in the Emissions Collection Tool.

Mail this completed form to:

Manager
Emission Inventory Section
Bureau of Air Quality
SC DHEC
2600 Bull Street
Columbia, SC 29201

All previous User IDs and passwords will be invalidated for a facility when a new User ID/password is issued for the current inventory collection cycle. The new userid/password will have view-only access to any Copy of Record submissions from previous inventory cycles for your facility.